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WAR FOOD ADMINISTRATION  
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COTTON AND FIBER BRANCH MEMORANDUM NO. C-8

Cotton Quality Reports Released by Area Offices

Reports on cotton quality will be released in each Area, by States, when the volume of ginnings is sufficient in the judgment of the Area Manager to justify a report. General instructions for preparation and distribution of these reports are as follows:

1. Each Area office will release State reports on cotton quality on or immediately following the day on which the Bureau of the Census releases its "Report on Cotton Ginnings". Census reports on ginnings will be released as follows during 1944-45:

<u>Period</u>	<u>Date</u>
Prior to August 1, 1944	August 8, 1944
August 1 through August 15, 1944	August 23, 1944
August 16 through August 31, 1944	September 8, 1944
September 1 through September 15, 1944	September 23, 1944
September 16 through September 30, 1944	October 9, 1944
October 1 through October 17, 1944	October 25, 1944
October 18 through October 31, 1944	November 8, 1944
November 1 through November 13, 1944	November 21, 1944
November 14 through November 30, 1944	December 8, 1944
December 1 through December 12, 1944	December 20, 1944
December 13, 1944 through January 15, 1945	January 23, 1945
After January 15, 1945	March 20, 1945

2. Notice of the release date for the first report for each State will be submitted to the Statistical and Quality Improvement Division in sufficient time for ginning figures to be sent to the Area offices.
3. Forms for issuing cotton quality reports will be prepared and a copy submitted to the Statistical and Quality Improvement Division of the Branch not later than August 1, 1944. State reports on cotton quality are used extensively by various Government agencies in Washington and changes in the form of reporting which affect the continuity of the statistical series have caused considerable difficulty in the past. Although this may not be of paramount importance it is believed to justify a requirement that changes in the form of reporting be submitted to the Branch for consideration prior to use. All such changes will be submitted for consideration along with reasons for the proposed change.

Rodney Whitaker

